

# Training Officer Series

## California State Personnel Board Specification

Series established December 19, 1968

### Scope

Classes in this series are used to direct training activities for State agencies and perform related staff work. Training goals are achieved through consultation, program design, and direct conduct of training courses and conferences. Typical training programs include top and middle management development, comprehensive supervisory training, individual employee development plans, professional and technical training, specialized training, and comprehensive orientation programs.

### Factors Affecting Position Allocation

Scope of training responsibility, complexity of work, independence of action and decision, supervision given and received, size of subordinate staff, and size of the client group. The size of staff and client group (indicated in relative terms, such as small or large) are not considered an absolute criterion in allocating positions. Where staff size is small, greater emphasis is placed on the scope and complexity of the training program. Other factors which enter into level determination are the existence of or management support for training programs, variety of agency programs including continuing organization and program change, geographical dispersion, and variety of occupational groups served.

Schem Code	Class Code	Class
LC30	5197	Training Officer I
LC25	5194	Training Officer II
LC20	5196	Training Officer III

Training Officer Series Specification - Class Titles and Codes

### Entry Levels

Entry into this series is typically through either the Staff Services Analyst class or other disciplines which provide experience in the training field.

### Definition of Levels

#### Training Officer I

Under general direction, either (1) in a small department to plan, organize, and conduct training programs of average complexity; or (2) in a large department, to organize, develop, coordinate, and conduct a major segment of a complex training program. Training Officer I positions perform the more responsible, varied and difficult training work and are assigned full journeyman responsibilities requiring independence of action. Positions in this class may act as leadperson.

#### Training Officer II

Under general direction, either (1) in a medium-sized department with a training program of average complexity, to plan, organize and conduct the total departmental program; or (2) in a large department, under the direction of a higher level Training Officer, to supervise a training unit responsible for a major segment of a complex training program. Training Officer II positions perform the most sensitive and difficult work and supervise a training staff.

## Training Officer III

Under general direction, either (1) in a large department with a complex and diverse training program to plan, organize, and conduct the total departmental training program; or (2) in the largest departments under general direction of a higher level Training Officer to plan, direct, organize, and review the work of a large group of trainers performing a variety of complex training functions. This type of assignment is possible only in the most complex and largest training programs.

Training Officer III positions serve as direct consultants to top management on training matters and provide program direction and consultation of the most sensitive and complex nature.

## Minimum Qualifications

### Training Officer I

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. Either I One year of experience in the California state service performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had an assignment in California state service planning, organizing, conducting and evaluating employee training programs in a variety of subjects.)

#### OR II

Experience: Three years of experience in planning, organizing, conducting, and evaluating employee training programs covering a variety of subjects. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

### Training Officer II

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Either I In the California state service, (1) one year of experience performing the duties of a Training Officer I or Personnel Training Consultant; or (2) one year of experience performing duties of a class comparable in level of responsibility to those of Training Officer I in technical or administrative personnel work which includes responsibility for planning, directing, and evaluating training programs.

#### OR II

Experience: Four years of experience in planning, organizing, and directing employee training programs covering a variety of subjects. (Experience in California state service applied toward this requirement must include at least one year performing duties comparable in level of responsibility to those of Training Officer I.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## Training Officer III

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Either I In the California state service, either (1) one year of experience performing the duties of a Training Officer II, or (2) two years of experience performing the duties of a Training Officer I or Personnel Training Consultant or (3) two years of experience performing duties comparable in level of responsibility to those of Training Officer I in technical or administrative personnel work which includes responsibility for planning, directing, and evaluating training programs.

### OR II

Experience: Five years of experience in planning, organizing, and directing employee training programs covering a wide variety of subjects. At least one year of this experience shall have included responsibility for supervision of professional trainers. (Experience in California state service applied toward this requirement must include at least one year performing duties comparable in level of responsibility to those of Training Officer II or two years performing duties comparable in level of responsibility to those of Training Officer I.) (One year of graduate work in public or business administration, industrial relations, psychology, or a related field may be substituted for six months of the required general nonsupervisory training experience.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## Knowledge and Abilities

### All Levels:

Knowledge of: Principles and methods of employee training, counseling, and group leadership; training resources and equipment; analytical and statistical methods; principles of verbal and written expression; principles of public administration.

Ability to: Plan, organize, conduct, and evaluate training programs; analyze data and situations accurately and adopt an effective course of action; speak, write, and lead conferences effectively.

## Training Officer II

## Training Officer III

Knowledge of: All of the above, and principles and techniques of planning and directing long-range comprehensive management development and training programs; public organization and management theory; methods and sources of financing training programs; and principles and techniques of supervision and administration; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: All of the above, and direct and supervise others in training or related functions; effectively and creatively develop and utilize management and organization resources toward comprehensive long-range training programs; effectively represent management development and training before governmental executives, legislators, and private industry representatives.

## Class History

Class	Date Established	Date Revised	Title Changed
Training Officer I	05/21/1954	12/19/1979	--
Training Officer II	12/19/1968	12/19/1979	--

Class	Date Established	Date Revised	Title Changed
Training Officer III	09/28/1946	12/19/1979	12/19/1968
Training Officer Series History - Dates Established, Revised, and Title Changed			

Updated 6/3/2012